



# CRYSTAL POLICE DEPARTMENT

## Department Policy Manual

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### INTRODUCTION

Police Canine Units are a legitimate tool in law enforcement. It is necessary that the department control the use, maintenance, and training of its Canine Unit.

### PURPOSE

To identify responsibilities and establish rules and regulations in conjunction with the staffing, maintaining and utilization of the police canine unit within the Crystal Police Department.

### POLICY

It is the policy of the Crystal Police Department that all Canine Unites be appropriately trained and they perform at acceptable levels in the areas they have been trained.

### GENERAL

The utilization of police dogs in making or maintaining an arrest is authorized when the circumstances of a case justify such use. All members of the Canine Unit must bear in mind that the use of police dogs may constitute the use of force, or an implied threat of force. Therefore, it is imperative that the police dog handler be fully cognizant of all the facts and circumstances surrounding a given situation before a dog is deployed for use other than deterrent patrol.

The police dog handler must bear in mind that in each situation where the assistance of the police dog is requested, unless they are relieved of the responsibility by a superior officer, they are responsible for making the decision to utilize the police dog and shall be accountable for such under Minnesota State Statute and Department Policy.

### ASSIGNMENT & SELECTION OF DOG HANDLER

The assignment of sworn police officers of the Crystal Police Department to work as handlers within the Canine Unit shall be at the sole discretion of the Chief of Police.

Dog handlers are selected solely on a voluntary basis. Openings in the Canine Unit shall be announced in writing. Sworn officers wishing to apply for the opening(s) must do so in writing.

### DOG HANDLER SHIFT ASSIGNMENTS

The Patrol Lieutenant shall determine on which shifts the Canine Team(s) are to be used. The Canine Supervisor will then fill these shifts in accordance with the current labor agreement and its provisions regarding shift preference.

### HANDLER & DOG EVALUATION

Canine Teams within the Canine Unit of the Crystal Police Department shall be required to attend and participate in regional seminars and trials held by the United States Police Canine Association. At the discretion of the department administration, the Canine Teams may be allowed to attend national seminars and trials sponsored by the U.S.P.C.A. or similarly accredited organizations.

It is the goal for each dog to annually certify and receive a P.D.-1 from the U.S.P.C.A. All detector dogs shall be certified by the U.S.P.C.A. and shall recertify every year. Those dogs who fail to certify as required will have their working status evaluated by the canine unit supervisor.

Each dog handler and the Canine Supervisor shall belong to the U.S.P.C.A. The cost of this membership shall be paid by the department.

Annually, or as directed by the Canine Unit Supervisor, each handler and dog shall be evaluated as a team. Records of this evaluation shall be forwarded to the Canine Supervisor and shall become a permanent part of the dog's training file. Unsatisfactory performance of the Canine Team may result in the replacement of the dog and/or handler.

### **POLICE DOG HANDLER COMPENSATION**

The police dog handler will be compensated in such a way to be in compliance with the Fair Labor Standards Act (F.L.S.A.) requirements.

Handlers will be compensated 30 minutes per day at straight compensatory time for the care of their canine and maintenance of the kennel for every day that the canine is not housed at department kennels.

Handlers will note on their daily log the 30 minutes per day spent on feeding and caring for their dogs. After coming off of days off, the time spent caring for their animals will be noted on the log for the first day back. The Canine Supervisor must approve any time spent which is more than 30 minutes per day for care.

Dog demonstrations will be done on duty. If done off duty, the handler will be compensated at time and one-half overtime or comp time.

### **ORGANIZATION STRUCTURE**

The Canine Unit coordinator is the Patrol Lieutenant. When on-duty, the Canine Unit is under the direct control of the sergeant. The Canine Coordinator shall oversee the operations of the Canine division including:

- Overall canine officer supervision;
- Coordinating activities with other divisions and other law enforcement agencies;
- Public relations;
- Veterinary service;
- Equipment and supplies for the canine division

The supervisor on duty shall be responsible for the normal duty activities of the canine unit to include:

- Consultation, when practical, with the canine officer prior to directing the tactical use of this canine unit.
- Whenever the police canine causes injury to any person, including members of this department, the supervisor on duty shall evaluate the need for medical attention and ensure the required incident reports are submitted.

## **CANINE OFFICER RESPONSIBILITIES**

The objectives of the canine unit are to provide trained police dog teams to assist in the prevention and detection of crime, the tracking of persons sought by the police, and for such other duties within the Crystal Police Department that may be directed by an appropriate authority. All members of the department are directed to cooperate and assist to the maximum extent in achieving these objectives.

The Chief of Police or other designated supervisor shall be responsible for the organization, training, state of readiness, and the tactical deployment of the resources of the canine unit.

An officer's assignment to the canine unit shall in no manner relieve them from conforming to and complying with other orders of the Crystal Police Department or in taking part in the normal duties of the patrol division.

The tactical use of their assigned canine, unless acting upon the direction of a supervisor.

Reporting any injuries, illnesses or death suffered by their assigned canine to the Chief of Police through normal reporting channels.

Reporting to the departments approved veterinarian any injuries, illnesses or death of an emergency nature of their canine. All canine inoculations shall be kept current.

All canines shall be assigned a permanent number to be used for identification purposes (chipped).

## **PATROL DUTIES**

The police dog handler is not exempted from any normal patrol duties because of this particular assignment. The handler does, however, have some additional duties which are as follows:

- When businesses are closed, the handler may park the squad and check the doors. The dog may accompany the handler on this check.
- The dog handler shall not transport prisoners. When the handler makes a physical arrest, the arrested person will be transported by other patrol personnel. Under no circumstances will an arrested person be transported in the rear of the canine squad with the dog. Exceptions to this policy must be approved by a supervisor.

## **POLICE CANINE OWNERSHIP**

Unless otherwise agreed to, police dogs working within the Crystal Police Department are the property of the police department. All dog food, medical expenses, housing materials, training aids, and related items will be provided by the police department. Police dogs will be retired or replaced when they are deemed no longer fit for police work. This decision will be made by the police chief and can be based, in part, on information received from the dog handlers, medical personnel, and the Canine Unit Supervisor. At the time of the dog's retirement, the handler will have the first opportunity to obtain and care for the dog for the rest of its life. In this situation, the handler assumes all liabilities concerning the owning of the dog. Should the handler, at the time of the dog's retirement, not care to retain the dog, the Police Chief may dispose of the dog as he/she deems appropriate. The police chief may deny the transfer of the police dog to either the handler or any other person and dispose of the dog as is deemed appropriate.

## **CANINE UNIT PROCEDURES**

The dog shall be present for duty during the assigned shift of the handler.

- The exceptions to this will be in an authorized veterinarian advises that the dog be left at home, or as determined by the handler and canine supervisor. The other exception is when the dog handler's assigned squad is unavailable for use and a backup canine squad is not available.
- Whenever a dog receives medication and/or veterinarian treatment other than routine examinations, the handler shall denote the problem(s), medication and/or treatment received. All such reports shall be submitted to the canine supervisor.

There are, in general, five major areas where the dogs may be properly used. These are:

1. To provide protection for the dog handler and other officers
2. To use in arresting known dangerous criminals who will, or might offer physical resistance to the arresting officer or who might attempt to flee or escape custody.
3. To use in search and apprehension work for intruders, prowlers, escapees, burglars, window peepers, persons known or believed to have committed a crime of violence, persons attempting to flee or escape from police and to use in trail work to locate missing person.
4. To use in helping restore peace and order at riots, major disturbances, crime scenes, or other volatile situations. Utilization for crowd control is authorized in the following circumstances:
  - a. To prevent injury to any person or police officer
  - b. To prevent a criminal act
  - c. When a specifically requested by a supervisor.
  - d. To use in the detection the presence of illegal narcotics, explosives, or accelerant
  - e. General rules for deployment for the purposes of crowd control are:
    - i. The on-scene supervisor shall assume authority and responsibility for all canine teams deployed
    - ii. Canines shall be leashed at all times unless no other means are available to protect an individual from serious bodily harm
    - iii. Canines should always be used in conjunction with other department members in a coordinated effort
    - iv. Prior to deployment, notice shall be given advising of the pending and intended use of the canine.

Use of police dogs shall be in accordance with use of force statutes and department policy.

#### Canine Deployment

- Prior to deploying the dog into a building for a suspect search, an outdoor area search, or a track, the canine handler will ensure that a canine warning is given to warn the suspect of the impending deployment and offer a reasonable amount of time for the suspect to make his presence known and surrender. The warning should be given so that a reasonable person could hear the warning.
- If the search is outside, the canine warning should be given over the PA system of a squad car.
- The canine warning should not be given if the canine officer believes that the risk of exposing his/her position or that of other officers exceeds the risk of injury that may occur to the suspect(s) if they are bitten by the dog. If the risk of giving the warning outweighs the risk of injury to the suspect(s), the canine officer may elect to deploy the canine in a more tactical and quiet fashion. The fact that a warning was not given and the reasons why it was not given will be outlined in the police report by the canine handler.
- The warning for a K9 search will read as follows: POLICE DEPARTMENT K9, YOU ARE UNDER ARREST, SURRENDER TO THE CLOSEST OFFICER. IF YOU DO NOT SURRENDER THE DOG WILL FIND YOU AND IT MAY BITE YOU.

- Officers on the scene of a canine deployment are encouraged, pursuant to the Crystal Police Department policy 10.7, to activate audio/video recording devices during the canine warning.
- The canine handler should ensure that a record is made of the canine warning, either through dispatch monitored radio channels, computer aided dispatch record entry, or by audio/video recording. All officers on the perimeter will likewise document the issuance of the canine warning, with their location, through any of the previously listed means.

#### Apprehension of Fleeing or Resisting Subjects

- This apprehension refers to a canine officer intentionally releasing or directing a canine to apprehend a criminal subject. This type of apprehension is considered use of force and the decision to utilize a canine for this type of apprehension shall be based on Minnesota Statute 609.06 which authorizes the use of force. The following should also be considered prior to releasing or directing a canine:
  1. The severity of the crime
  2. Whether the suspect poses an immediate threat to the safety of law enforcement officer or others
  3. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight

#### **THE DOG AT HOME**

Never, under any circumstances, is the police dog to be turned loose outdoors alone. The dog handler must either accompany the dog when it is out or the dog must be confined in secure area.

When the dog handler is not at home, the dog must be kept in a locked kennel or inside the handler's locked home, or in an approved boarding service.

Never allow a child or children to exercise or play with the dog unless the handler is present.

If numerous complaints of barking by the police dog are received from neighbors of the handler, a bark collar may be attached to the dog when it is in the outdoor kennel.

When the handler is on vacation, or for any reason will not be home for an extended time, the dog shall be boarded at an approved kennel. The handler may take the dog on the vacation with approval of the canine unit supervisor.

Under no circumstances will any person other than the handler be in control of the police dog when outside of the handler's residence.

Any deviation from this policy shall receive prior approval from the canine unit supervisor unless emergency or other urgent circumstances exist.

Unless directed by the police dog's veterinarian, the dog will be fed the food furnished by the department.

The police dog is to be transported to, from, and during work in the assigned canine squad. With permission from the canine supervisor the dog may be transported in a regular squad or other approved mode of transportation. Additionally, if the handler and dog become separated from the canine squad due to the nature of an assignment, they may be transported back to the canine squad in a regular patrol vehicle.

While on duty, the dog is to be kept in the squad. The handler must ensure the vehicle is secure and locked when the dog is alone or unattended inside. The handler may bring the dog into the police building, but only if it is under the handler's direct control.

## **TRAINING**

New dogs and handlers may be trained by the Crystal Police Department Canine Unit, or at the discretion of the Chief of Police, by another police department or agency qualified to do so. Initial training documentation for both the dog and handler will be maintained by the department. The dogs will be trained in accordance with the United States Police Canine Association (U.S.P.C.A.) guidelines.

Police dog handlers are required to train with their dogs at least sixteen hours per month. One 12-hour day per month will be scheduled for this training. Whenever possible, this training may be done during a regular work day. Any dog bathing or extensive K-9 automobile cleaning will also be done on that scheduled training day. Handlers will train during their regular shifts as call load allows. All training will be documented and these records forwarded to the sergeant in charge.

Training on duty will be authorized with permission of the sergeant or senior officer. The training schedule will be determined by the canine unit supervisor and records will be maintained with regard to this training. Canine and canine officer training will be in conformance with standards set forth by the United States Police Canine Association (U.S.P.C.A.).

Each canine unit shall be certified each year by successful completion in one of the area U.S.P.C.A. Police Dog 1 certification trials.

If narcotic detector trained, the canine unit shall be certified each year by successful completion in a U.S.P.C.A. narcotics trial.

- For the purpose of maintaining the ability to train for drug detector certifications, an inventory of controlled substances will be secured at the department level and access to these controlled substances will be limited to handlers of drug detector canines and the canine staff officer. A log will be maintained to record the transfer of drugs into and from the secure storage areas.

## **USE OF DEPARTMENT KENNELS**

The police department kennels are to be used by the police canines only unless authorized by the Chief, a lieutenant, or canine unit supervisor.

If the handler is unable to care for the canine and is going to keep the canine in the kennel for over 8 hours, the handler must have other officers lined up to care for the canine and to take it outside to relieve itself.

If the canine is going to be kept in the kennel for longer than 24 hours, the handler will have a care plan written up for the canine and it will be approved by the canine unit supervisor before being initiated. It will include who is feeding, exercising, giving bathroom breaks, and cleaning the kennel for each day. The canine will not be left in the kennel for longer than 7 days unless authorized by the canine unit supervisor.

When the handler returns to pick up the canine from the kennel, it is the handler's responsibility to clean the kennel immediately. This will include washing it down and ensuring any source of odor is removed.

## **REQUIRED REPORTS**

Each dog handler is required to submit a monthly activity report to the canine unit supervisor. This report shall be submitted no later than the 5<sup>th</sup> day of each month and will cover the activities of the handler and dog during the preceding month. The canine unit supervisor will review these reports, add information that is pertinent, and maintain the records.

Each dog handler will also prepare a canine activity report, when the dog is deployed. These reports will be kept by the canine supervisor for reference and training purposes.

If in the course of duty, the dog bites any person, the dog handler must prepare a Crystal police report to document the incident, the location of the bite on the body and the severity of the bite. When possible, photographs of the bite should be taken and attached to the report. It is also mandatory that the person bitten receive medical attention. If this person does not desire medical attention, a signed waiver stating such should be secured. A waiver obtained by paramedics or other medical personnel is sufficient. If this person will not sign a waiver, other police officers on duty, or medical personnel should be made witnesses to this refusal. When possible, request party to also sign a release of medical information waiver. The police dog handler will make a full and complete report of the incident articulating the necessity for the use of the police dog. In the documentation of facts, the officer must cite: The severity of the crime as issue, whether the suspect posed an immediate threat to the safety of the officer or others; and, whether the suspect was actively resisting arrest or attempting to evade arrest by flight.

### **MUTUAL AID**

The handler and dog may provide assistance to other agencies when these agencies specifically request it through appropriate channels, under the following conditions:

1. If the handler is off duty, only the Chief, a Lieutenant or Sergeant may authorize the handler and dog to leave the city on an assist.
2. If the handler is on duty, the sergeant or officer in charge may authorize the assist.
3. When the handler is out of the city on the assist, the handler must still comply with all rules and regulations, policies and procedures of the Crystal Police Department. A handler may not violate departmental orders even if authorized or instructed to do so by the agency which requested the assist.
4. In authorizing the assist, the duty supervisor must consider the following:
  - a. The seriousness and nature of the assist requested;
  - b. Whether there are sufficient personnel on duty;
  - c. Whether the agency to be assisted is within a reasonable distance from Crystal.
  - d. How much time has elapsed since the request for assist. This would be more applicable on requests for tracking and other outdoor scent work.
  - e. Whether a slack officer is needed as well. A slack officer should be deployed with a canine at all times except on narcotics sniffs and article searches.

### **K-9 NARCOTICS PROGRAM**

In order to maintain a sufficiently trained K9 narcotics detection team, the K9 handler will need to access and utilize controlled substances on a regular basis for K9 team training. Controlled substances will be sourced through the Drug Enforcement Administration Testing and Research laboratory and from the Crystal Police Department forfeited controlled substances supply.

Controlled substances sourced through the DEA are as follows:

1. Cocaine powder

2. Cocaine rock (crack cocaine)
3. Heroin
4. Methamphetamine
5. MDMA (Ecstasy)

Controlled substance sourced through the DEA shall be obtained, maintained, audited, and destroyed pursuant to DEA K9 handler program rules and regulations.

Controlled substances sourced through the Crystal Police Department evidence supply are marijuana. Any marijuana utilized from the property room for K9 training shall not be subject to evidence retention schedules or tied to any ongoing criminal proceedings.

### **STORAGE, AUDIT & DESTRUCTION PROCEDURES FOR K-9 PROGRAM NARCOTICS**

Bulk quantities of controlled substances maintained for K9 training shall be stored in the evidence manager office in the designated K9 narcotics safe. This safe shall be placed in an area which is under 24/7 CCTV video monitoring. The K9 handler, Patrol Lieutenant and Evidence Manager shall be the only parties with a key to the K9 narcotics safe.

When new controlled substances are taken into possession from the DEA, an initial DEA inventory form shall be completed, including the weight of all controlled substances upon receipt. This form will be maintained by the Patrol Lieutenant. The Patrol Lieutenant shall also note the date of receipt on DEA form 222.

Every 24 months, a DEA biennial audit must take place on a DEA inventory form. The controlled substances must be weighed and documented by 2 persons, one which shall be the Patrol Lieutenant.

When controlled substances have been deemed to be expired or past their usable life for training, the patrol lieutenant may place an order for new controlled substances from the DEA. When new controlled substances have been received, the Crystal Police Department will properly dispose of the old controlled substances and document the same in accordance with normal police department protocols, utilizing DEA form 41. A new DEA inventory form shall be completed and maintained.

The Crystal Police Department will conduct an internal audit of the controlled substances safe every 2 months to coincide with the video retention abilities of the CCTV security system. The K9 handler will return all training-controlled substances to the safe for this audit. The audit will consist of weighing and field testing all controlled substances utilized for K9 training purposes. The audit will be documented on the controlled substance log, which will be maintained in the safe. The audit shall be conducted by one employee with a key to the safe and one supervisor of the rank of sergeant or above who does not have a key to the safe. Both parties shall initial the controlled substance log.

Upon discovery of any loss of controlled substances, above and beyond that which is realized through audit field testing and container transfer, the person discovering the loss shall prepare a memorandum and forward it to the patrol lieutenant. The patrol lieutenant shall notify the Chief of Police who may initiate an investigation. Loss of DEA controlled substances shall be reported to the DEA utilizing form 106.

### **K-9 HANDLER RESPONSIBILITIES – CONTROLLED SUBSTANCES**

The K9 handler may remove training-controlled substances from the safe for the purposes of official K9 training. The K9 handler shall document the quantity, type, date, time, and reason of movement of any controlled substances to and from the safe on the log. The K9 handler shall initial the controlled substances log for each entry.



When controlled substances are maintained by the K9 handler, they shall be secured in the K9 squad car safe, unless deployed during an active training session.

The K9 handler is responsible for recovering and returning to the squad car safe, any controlled substances deployed into the training environment.

Any loss of controlled substances, other than miniscule losses realized through field testing or container transfer must be immediately reported to the on-duty supervisor. A memorandum to the patrol lieutenant shall be prepared, noting the circumstances of the loss.

#### **MISCELLANEOUS**

Canine officers shall not enter their canine in any show, trial, exhibition or demonstration without the prior approval of the Canine Supervisor or Chief of Police.

Canine officers shall not use their canine for breeding purposes without the prior approval of the Canine Supervisor or Chief of Police.

Unless an emergency exists, the police dog shall not be brought into the custodial area of any police facility for the purposes of maintaining or controlling persons under arrest unless authorized by a supervisor.